



## 2017 Reservation Policy

### **O.R.P. 2017 RESERVATION POLICY:**

Due to the time requirements to plan and promote a successful event and a commitment to keep the reservation process fair to all event presenters, the following reservation policy guidelines have been adopted: Our office staff will be glad to assist you in scheduling your event. There is no charge for date inquiries.

### **SCHEDULING & CANCELLATIONS:**

A date booking request for up to three open event dates per presenter may be placed on the calendar at no cost. All overlapping date requests will also be listed until confirmed. To list more than three non-confirmed dates on the calendar each additional event day will require a non-refundable \$100.00 deposit.

A requested date will be considered as confirmed when a deposit (the greater of) \$500.00 or 10 % of the daily rate for the days requested is received at the track office.

Until confirmed, requested dates are subject to challenge. A challenge to a requested date will be accepted, providing that such challenge includes a deposit sufficient to qualify as confirmed (see above). The original event presenter will be notified of the conflict and given seven days to move his / her request to confirmed status as outlined above.

If the requested date is thus defended the deposit of the challenging presenter may be applied to an alternate open or requested date under the same rules as above. If an acceptable alternate date is not found, a full refund of the challenging deposit will be made. If the date is not defended, the original request will be forfeited and awarded to the challenger. Once a deposit has been accepted and the event is moved from requested to confirmed, the date will be considered sold. Confirmed dates are not subject to challenge.

### **CANCELLATION POLICY:**

Written notice of cancellation of a confirmed event must be received at the track office not later than 30 days prior to the event. In event of cancellation O.R.P. shall retain the non-refundable event deposit as a cancellation fee. In the event of cancellation within 30 days of the event, Presenter shall be liable for the track rental fees as provided in the License and use agreement.

NO SHOWS or events canceled with less than 15 days written notice will be invoiced the full track rental fees for the entire event. There will be no option to apply funds forward.

Reservation and Cancellation Policy is subjected to change without notice.



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### **SCHEDULING FOR 2017:**

As a courtesy to our established presenters, O.R.P. will at the conclusion of an event and upon a presenters request, accept booking request for a corresponding 2018 date. Said request shall be subject to provisions under “scheduling & cancellations” section above.

### **PAYMENT:**

All track rental balances are payable in full upon presentation of the event bill. Such billing will typically be presented at noon the final day of an event. A supplemental billing may be made up to 30 days after the close of an event for items such as, but not limited to, clean-up costs, event fuel, damage to track and / or facilities, additional security or track personnel costs, and other billable expenses as may be left un-finalized or not discovered until after the close of an event. The presenter will be granted the option to inspect the track (and view any known damage) with the track manager prior to departing the track.

### **INCENTIVE PLAN:**

Notwithstanding the above rate card, scheduling and billing policy, O.R.P. offers the following incentive pricing structure to our frequent track event Presenters. Incentives are non-transferable and calculation will be applied to and at the time of the initial billing as follows:

Event days, 1 through 3, Rental at standard rates per rate card schedule.

Event days, 4 through 6, Standard rates per schedule less 10% discount.

Event days 7 through 10, Standard rates per schedule less 20% discount.

Event days 11 and beyond, Standard rates per schedule less 25% discount.

Incentive pricing will accrue and apply to events completed from November 1, 2016 – October 31, 2017.

### **EVENT CALENDAR:**

O.R.P. strives to keep our web calendar up to date. Please let our office staff know of any additions, errors or changes as soon as possible. All published calendars will carry a revision date.

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